

Subject: Re: EFT/ACH transfer
From: Tara Devine <tara@venicebeachbid.com>
Date: 09/20/2017 03:55 PM
To: Rita Moreno <rita.moreno@lacity.org>

Thank you. I will send it shortly as you requested.
I've combed our docs, but am having trouble locating our vendor #. (I have our contract # but I doubt it is the same.)
If you provide it, I will add it to our files.

On Wed, Sep 20, 2017 at 1:43 PM, Rita Moreno <rita.moreno@lacity.org> wrote:
Hi Tara,

If you want to sign for the BID, after completing the form, please send it to me electronically letting me know that the original hard copy will be sent via USPS or dropped off or whatever and together with a voided check, and copy the president / chair of the board and the treasurer.

I will keep the email as proof of authority to set up the EFT.

Thanks.

Rita

On Tue, Sep 19, 2017 at 5:21 PM, Tara Devine <tara@venicebeachbid.com> wrote:

Thanks!

On Sep 19, 2017 5:20 PM, "Rita Moreno" <rita.moreno@lacity.org> wrote:
I think it might have to be the authorized signatories as stipulated in the contract. I'll confirm with Accounting tomorrow.

On Tue, Sep 19, 2017 at 5:17 PM, Tara Devine <tara@venicebeachbid.com> wrote:

I am also authorized to do this from our bank's perspective if that is relevant.

On Sep 19, 2017 5:16 PM, "Tara Devine" <tara@venicebeachbid.com> wrote:

Thanks - one question.

The form says authorized principal signature. I am authorized from the Board's POV as their official Interim CEO.

Am I authorized from the City's perspective or does it require Board

execution?

On Sep 19, 2017 4:14 PM, "Rita Moreno" <rita.moreno@lacity.org> wrote:

Hi Tara,

Attached is the form you need to complete and return with a voided check. See the instructions included therein.

Rita

On Fri, Sep 15, 2017 at 4:58 PM, Tara Devine <tara@venicebeachbid.com> wrote:

Hi, Rita:

I wanted to loop back with you and get the paperwork to set things up so that future Venice Beach BID assessment revenue can be received via EFT transfer rather than check.

Please send me the form(s) and any instructions when you have a chance.

Thanks, and have a great weekend!

Warmest regards,
Tara

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Rita Moreno
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